

**Mayor and Council
Town Of Middletown
19 W. Green Street, Middletown, DE 19709
(302) 378-2711 FAX (302) 378-1167**

Job Title: SUPPLY CLERK I
Department: Electric
Reports To: Electric Foreman
FLSA Status: Non-Exempt

Summary:

This position is responsible for performing the following warehouse functions.

Essential Duties and Responsibilities:

1. Unloads material deliveries.
2. Verifies contents of shipments against bills of lading, invoices, or storage receipts.
3. Receives materials into inventory.
4. Pulls inventory items for all departments work orders and assist in loading trucks.
5. Maintains warehouse and inventory in a clean and orderly fashion.
6. Maintains satellite inventory locations.
7. Assists in semi-annual physical inventories.
8. Performs other duties as may be assigned or directed.

Competencies:

- Basic understanding of warehouse operations.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

- High School diploma or general education degree (GED) or any combination of education and experience equivalent to a high school education.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

- Ability to understand the nature of the position and the safety requirements that are necessary to the position.

Certificates, Licenses, Registrations

- Valid drivers license
- Lift truck operators license

Other Skills and Abilities

- Ability to operate a forklift.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is frequently required to stand, walk and sit.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
- The employee must frequently lift and/or move up to 55 pounds without assistance and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions.
- The employee is frequently exposed to moving mechanical parts.
- The noise level in the work environment is usually loud.

Reviewed 7/04